



MINISTRY OF TECHNOLOGY

INFORMATION AND COMMUNICATION TECHNOLOGY AGENCY (ICTA) OF SRI LANKA

REGISTRATION OF SUPPLIERS - 2024

GOODS & SERVICES (UNDER 'SHOPPING' PROCUREMENT METHOD) ICTA/ROV/2024/01

01. Applications are invited from reputed local manufacturers / suppliers or their accredited agents, Authorized Dealers and service providers who wish to register themselves with the Information and Communication Technology Agency (ICTA) of Sri Lanka for the supply of under mentioned goods and services for the year 2024 under the **Shopping Procurement method**.

CATEGORY REF. NO.	CATEGORY: (GOODS)	CATEGORY DESCRIPTION
01	Information Technology Hardware items	Laptops, Desktop Computers, Printers, UPS Units, Scanners, Servers, Switches, Storage, routers, Firewalls , Security hardware, virtualization, Antivirus Packages/office, OS, and other datacenter/office hardware items
02	Computer Network, Security and Network materials	Network equipment, switches and accessories, Network solutions, Network and Infrastructure Security Testing Tools and related network items
03	Office Stationery	Pens, Pencils, Photocopy Papers, Typing Papers, Box Files, File Folders, Staplers, Punchers, Pins, Filing Clips, Plastic Folders, CR Books, Continuation Sheets, Debit Notes, Entry Permits and any other types of office stationery items.
04	Office Furniture (Steel / Wooden / Plastic)	Almirah, Chairs, Cabinets, Cupboards, Filing Racks, Office Tables and other office furniture items under the mentioned categories
05	Office Equipment	Toner Cartridges, Cash Counting Machines, Fax Machines, Photo Copiers, Multimedia Projectors, Binding Machines, Franking Machines, Paper Shredders and other office equipment.
06	Office Souvenir Items	Mugs, pens, plaques, t-shirts and other office souvenir items.
07	Sanitary items	Multi Fold hand towel, Paper Serviette, Toilet Rolls, Sanitary bins (lady bins) and other office Sanitizer products,

08	Computer Accessories	Computer key boards, USB cables, Hard disks, etc
09	Application Security testing tools	Application Security Testing Tools (DAST / SAST / IAST), etc.
10	Office Refreshments	Tea, Tea service (Pasties, Culinary dishes, refreshments (short eats, lunch, breakfast, etc)
11	Drinking water bottles	Supply of different volumes of drinking Water Bottles for each floor
12	Office maintenance equipment	Sink, bath ware & toilet equipment, garbage bins, LED lights, etc.

CATEGORY REF. NO.	CATEGORY: (SERVICES)	CATEGORY DESCRIPTION
01	Servicing & Repairing of Computers, Printers and Related equipment	Laptop & Desktop Computers, Printers, Server, UPS, Software and other information technology office accessories
02	Event Management	Computer Labs for Trainings and UATs, Training Centers with Accommodation, Providing Meeting Rooms & Conference Facilities, Media Campaigns, Transport, Spirulation incubation/acceleration program support services, and providing other event management related facilities
03	Travel Agents	Over Seas travel arrangements including Air ticketing
04	Document/Content Translators	English to Tamil and English to Sinhala
05	Information Security Audits	Application Security Audits, Comprehensive Security Audits (Infrastructure, Networks, Computers, Data, Applications, Physical and related information security audit service providers)
06	Governance, Risk Management and Compliance	Information Security Strategy, Governance & Risk Assessments, Business Continuity Management, Privacy & Data Protection service providers
07	Information Security Awareness & Education	International Standards Methodology - Web/Mobile Application Security, Information Security Audits service providers
08	Supply of food & Beverages	Refreshments, Meals (Breakfast/Lunch/Dinner) snacks, water bottles and other office food & Beverages supply service providers
09	Training	Recreation facility and Outbound Training facilities offered service providers
10	Advisory services (Firms)	Business Requirements (BPR, SRS, etc.), Database, Networking, Information Security, Change Management and other information technology related advisory service providers
11	General Printing and Office Stamps	Business Cards, Letterheads, Envelops, company IDs, Date Stamp, Booklets, Diaries, Leaflets, Newsletters, Magazines, Dockets, Printed Envelops & File Covers, Bag printing, Digital & Offset printing, office stamps suppliers and other office related printing works

12	Pest Control and fumigation	Services and equipment supply
13	Digital and display sign boards	Supply and establish of digital display sign boards
14	Hiring/leasing of vehicles	Cars, vans, Double cabs, etc Which are manufactured within 03 years at the date of supply
15	Supply and maintenance of services related to information technology	Cloud/Systems Infrastructure, Networking, Hosting, LAN, WAN, VPN, and Supply and maintenance of other services related to information technology
16	Supply and maintenance of office furniture and equipment on rental basis	Photocopy machines, Duplo machines, Fax machines and other office furniture and equipment supply service providers on monthly rental basis
17	Supply of firefighting Equipment & services	Supply of firefighting Equipment & services
18	Commercial software suppliers	Supply of Commercially off-the-Shelf (COTS) software products that already exists in the commercial market and is available for sale to the general public such as Micro Soft, Mysql, etc.
19	Office Security Service Providers	Service providers to provide general security services for the office buildings
20	Office Janitorial Service Providers	Service providers to provide janitorial services for the office buildings
21	Technology solution providers	Software development and Maintenance of software service providers
22	City office transport facilities providers	Eg. Uber, Pickme and similar types of transport facilities providers

02. The application form can be downloaded from the Website of Information and Communication Technology Agency (www.icta.lk/resources/procurement) or can be obtained from the Supply Division, Information and Communication Technology Agency of Sri Lanka, No.490, R.A. De Mel Mw, Colombo 03 during the week days from 9 am to 3pm and **the applications will be issued up to 3 p.m. on 15th December 2023.**

03. A non-refundable registration fee of Rs 1,000/= should be paid to the Director of Finance Department (6th Floor), No.490, R.A. De Mel Mw, Colombo 03, ICTA, when submitting applications for the category/categories registration. Payment cannot be made by cheques. The applications should be sent accompanied by a receipt obtained by paying a non-refundable registration fee. A photocopy of business registration certificate and other documentary evident with past performance should be submitted along with the application. The government department, Board, co-operation or semi government institution which apply for the registration no need to submit the above documents.

04. The applications will be accepted only from those applicant who have previous experience of over three (03) years in the supply or providing service for which registration is sought.

- i. Company Business registration should be registered over the 03 years on the date of the closing of this registration

05. The envelope containing the application and receipt / Tax Invoice marked ‘**Application for the Registration of Suppliers – 2024**’ should be forwarded under the registered post or hand delivered to reach the Director of Procurement, 6th Floor, No.490, R.A. De Mel Mw, Colombo 03, ICTA on or before **2 pm on 18th December 2023.**

06. ICT related startups companies who have registered under the ICTA Tech Startup Support Program is not required to register under this registration.

07. The supplier who fail to submit quotations when called for or who fail to supply goods or provide services on time or not in conformity with the stipulated specifications will be stuck off the register without prior notice.

Chairman
Information and Communication Technology Agency of Sri Lanka,
No.490, R.A. De Mel Mawatha,
Colombo 03.
03rd December 2023